DOCUMENT RESUME

ED 372 211 CE 066 807

TITLE	Suggestions for Career Exploration and Jobseeking. BLMI Report No. 18.
INSTITUTION	New York State Dept. of Labor, Albany. Div. of Research and Statistics.
PUB DATE	Dec 93
NOTE	22p.
PUB TYPE	Guides - Classroom Use - Instructional Materials (For Learner) (051)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Adult Education; Apprenticeships; *Career Education; *Career Exploration; Decision Making; Employer Employee Relationship; *Employment Interviews; Guides; *Job Application; *Job Search Methods; Job Skills; Postsecondary Education; Resumes (Personal); Secondary Education

ABSTRACT

This booklet answers the questions about jobseeking asked most frequently of the New York State Department of Labor. Topics include the following: how to start a job search; WORK Station, a computer program for an extensive job search; where the jobs are; job search methods, by frequency of use; apprenticeship; completing an employment application; questions employers cannot ask in New York State; the resume; the job interview; and information for out-of-state residents. Sources of assistance are listed for federal job openings, New York State government openings, guides and maps, career and occupational information, educational opportunities, employment training/retraining opportunities, assistance in case of discrimination, private vocational schools, financial assistance for higher education, continuing education, and obtaining a General Equivalency Diploma. The booklet also lists eight selected publications available through the New York State government as well as locations of Job Service offices and Community Service Centers in New York State. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

BLMI REPORT
No. 18 1993

ED 372 211

SUGGESTIONS FOR CAREER EXPLORATION AND JOBSEEKING

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

Minor changes have been made to improve reproduction quality.

Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

H Markessinis

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

STATE OF NEW YORK
Mario M. Cuomo, Governor

NEW YORK LABOR Helping NYwork

DEPARTMENT OF LABOR
John F. Hudacs, Commissioner

BEST COPY AVAILABLE

CE066602

New York State Department of Labor
Division of Research and Statistics
W. Averell Harriman
State Office Building Campus
Albany, New York 12240

Thomas A. Rodick, Director

December 1993

Suggestions for Career Exploration and Jobseeking answers the questions about jobseeking asked most frequently of the New York State Department of Labor. This booklet also lists publications available through the New York State government as well as locations of Job Service offices and Community Service Centers in New York State. For further information on other publications, write: Bureau of Labor Market Information, Department of Labor, Room 488, Building 12, State Campus, Albany, NY 12240, or call (518) 457-1278.

Developed in cooperation with the New York State Occupational Information Coordinating Committee.

CONTENTS

How To Start Your Job Search 1

Work Station 3

Where The Jobs Are 4

Job Search Methods, By Frequency of Use 5

Apprenticeship 5

Completing An Employment Application 6

Questions Employers Cannot Ask in New York State 7

The Resume 8

The Job Interview 10

For Out-of-State Residents 11

Sources of Assistance 12

Selected Publications 14

List of Local Offices and Community Service Centers 15

DID YOU KNOW?

FACTS ABOUT JOBSEEKING

- It takes the average person nearly four months to find a job. If you are in a group with a relatively high unemployment rate, the average time may be even longer. Don't become discouraged! Many people don't find a job right away.

- One worker in five changes occupations over a five-year period.

- An estimated 12.5 million U.S. adults said they needed help last year in finding or selecting a job.

HOW TO START YOUR JOB SEARCH

USE YOUR NEW YORK STATE JOB SERVICE AND COMMUNITY SERVICE CENTERS: Their services are free!

Jobseekers were matched with almost 75,000 jobs in 1992. Job Service offices and Community Service Centers provide information, counseling, testing, placement, and training services; these offices and centers are found in almost 100 locations throughout the state. Many locations have job and career-related publications, video libraries, Civil Service Exam information and career information-computer programs. These include **Jobs Plus**, a touch-screen computer which displays information on employment opportunities and community services.

USE YOUR LIBRARY: It's a valuable resource!

Your local library is an excellent place to start. Some libraries have Job Information Centers; some have listings of local job orders from the Job Service and Community Service Centers and computerized career information systems. Many libraries offer classified ad sections from major newspapers across the country for use by jobseekers, while a number of libraries have audio and video aids, career counselors, resume and jobseeking workshops, and guest speakers. All have a large number of reference books useful to the career explorer or the jobseeker.

FREE ADVICE: Don't neglect it!

Try high school and college placement centers and counseling offices. Also helpful are jobseeking and career workshops sponsored by many organizations including libraries, community action groups, and churches. Ask unions, professional associations, firms, or friends and relatives who work in the field for advice--often they are more than happy to talk about their work. Check community and library bulletin boards. Don't forget to develop a job search network of your own. Tell everyone you know that you are looking for a job and ask them to help you find one. With many people helping you look, your chances of finding a job are much greater!

NEWSPAPER, PROFESSIONAL, AND TRADE JOURNAL ADS

Check the classified ads--especially those in the Sunday edition of newspapers in areas where you are interested in working. Ads may give you an idea of who is hiring, what types of jobs are in demand, and what salaries are being offered.

COUNSELING AND TESTING: Learn more about yourself.

What are your skills and interests? If you are in high school, check with your guidance counselor about aptitude and interest testing. Your high school guidance office and certain libraries that have job information centers offer computerized career information delivery systems (CIDS) to help you explore the careers and occupations that interest you. These systems go by trade names such as Discover, CHOICES, GIS, C-LECT, and SIGI. Your local library should also have a Directory of Counseling Services. Check the "yellow pages" for testing/counseling services--usually under "vocational guidance" or "career counseling." Universities may offer career testing/counseling services for a fee.

FEDERAL GOVERNMENT PUBLICATIONS: Check your library or Job Service office

Published by the **United States Department of Labor**:

- *Occupational Outlook Quarterly*
- *Occupational Outlook Handbook*
- *Exploring Careers*
- *Guide for Occupational Exploration*

NEW YORK STATE GOVERNMENT PUBLICATIONS: Check your library, Job Service office, or Community Service Center.

- *The Jobseeker*
- *Guide to Preparing a Resume*
- *Why Young People Fail to Get and Hold Jobs*
- *Occupational Briefs and Guides*
- *Occupations Licensed or Certified by New York State ($10.00 fee)*
- *A Guide to Career Opportunities in New York State Government*
- *College, Knowledge, and Jobs*
- *Your Business*--contact the Department of Economic Development

PRIVATE PUBLICATIONS:

These can be found in local bookstores and your public library. Some examples:

- *What Color is Your Parachute?*
  by Richard Bolles
- *The Three Boxes of Life and How to Get More Out of Them*
  by Richard Bolles
- *Go Hire Yourself an Employer*
  by Richard Irish
- *How to Get and Get Ahead on Your First Job*
  by Deborah Perlmutter Bloch
- *Making It On Your First Job*
  by Peggy Schmidt
- *Getting the Job You Really Want*
  by J. Michael Farr
- *Q: How Do I Find The Right Job? A: Ask The Experts*
  by David Bowman and Ronald Kweskin

CONTACT UNIONS AND PROFESSIONAL ASSOCIATIONS:

Many professional associations and unions offer free services to help people interested in careers in their fields. To find the appropriate union or association, consult reference books in your library such as:

- *Encyclopedia of Associations*
- *National Trade and Professional Associations of the United States and Canada and Labor Unions*
- *Directory of Employee Organizations*

Also check trade, professional, or industrial publications, often available in your library.

CONTACT EMPLOYERS DIRECTLY:

For the full name, address, and phone number of firms in your field, consult:

- *Thomas Register of American Manufacturers*
- *Standard and Poors Register of Corporations, Directors, and Executives*
- *Telephone Directory*
  (Use the "white" pages if you know the name of the business. Use the "yellow" pages if you want to contact firms such as restaurants, temporary help, educational services, social services, etc.) If employers tell you that they are not hiring now, ask them if they know of firms that are hiring in your field.

A FINAL TIP--STAY IN SCHOOL! Get that diploma!

It's no longer assured that you will get a good job with just a high school or even a college diploma, but it is still a good hedge to have one. It's never too late to go back to school or get your general equivalency diploma (GED). Regardless of education, don't panic or become discouraged--persist! Though degrees can be important for some jobs, experience and skills are still your best selling points.

WORK STATION

The WORK Station is a computer program that is used to assist a person conducting a broad-based extensive job search. Proceeding at his or her own pace, the person's navigation of this user-friendly program provides information on occupations, labor market conditions and trends, or education and training opportunities. The program covers:

Job Openings. A current file on job openings, statewide, nationally or in specific geographical areas.

Civil Service Exam Announcements. A file of New York State Civil Service open competitive exams for which state is currently seeking candidates.

Education and Training. A file of education and training courses at public and private institutions, which can be specified by location and field of study.

Labor Market Information. Provides employment conditions and trends in specific geographical locations in New York State; or information on a particular occupational area (available late 1992).

Community Services Directory. Directory of service providers and who to contact for information in a specific geographical area.

Job Related Services. Information on selected services of the Department of Labor; or, tips on job seeking activities.

Labor Department Directory and Services. Information on various activities of the Department of Labor.

Publications and Video Library. Directory of publications or list of videotapes available from the Department of Labor.

This invaluable resource is available at computer stations in Labor Department Community Service Centers statewide. **The WORK Station** is also available to local schools, colleges, universities, BOCES and through a dial-up on a personal computer and modem to RAIN (Rural Assistance Information Network).

For information accessing or using **The WORK Station** contact the Department of Labor Office nearest you.

WHERE THE JOBS ARE

Job opportunities in New York State will occur in a variety of industries and occupations in the early 1990s. Most of these openings will not come from new jobs, but will occur when people leave their jobs and need to be replaced. Only one in 10 job opportunities will result from the creation of new jobs.

The industries and the occupations with the greatest number of job openings are presented in the tables below. They are listed so you will have an idea of industries or jobs that will be needing workers in the future.

THE 10 INDUSTRIES WITH MOST EXPECTED OPENINGS, 1990-1992 NEW YORK STATE

1. Business Services (advertising, temporary help, computer services, rentals and leasing)
2. Health Services (nursing, home health care, medical laboratories, hospitals, clinics)
3. Education Services (elementary and high schools, colleges, libraries, vocational schools)
4. Local Government (city, county, town or village government)
5. Restaurants
6. Social Services (counseling, job training, child and elderly day care, retirement homes)
7. Food Stores
8. Specialty Retail Stores
9. Wholesale Trade, Durable Goods (computer, construction, medical supplies to retailers)
10. Special Trade Contractors (plumbing, painting, woodwork, electrical contracting, etc.)

THE 10 OCCUPATIONS WITH MOST EXPECTED OPENINGS, 1990-1992 NEW YORK STATE

1. Retail salespersons
2. General office clerks
3. Cleaning service workers, maids
4. Secretaries
5. Cashiers
6. Waiters and waitresses
7. Bookkeeping and accounting clerks
8. Stock clerks
9. General managers
10. Food counter workers

Persons desiring the complete listing of occupations and projected job openings should request the publication *Occupational Outlook, 1993-1997, New York State*, from the Division of Research and Statistics, Bureau of Labor Market Information, New York State Department of Labor, Room 488, State Campus, Building 12, Albany, NY 12240 or call (518) 457-3801, telephone: (518) 457-3801.

JOB SEARCH METHODS BY FREQUENCY OF USE

You will probably use several different job-search methods as you seek employment. Below are some of the most common methods used by other jobseekers.

1. Apply directly to employer (41.8%)
2. Answer or place a newspaper advertisement (37.8%)
3. Ask a friend or relative about positions (23.0%)
4. Use a public employment service (19.0%)
5. Use a private employment service (9.6%)
6. Other (4.6%)

The numbers in parentheses indicate the percentage of jobseekers using the particular method. The data are based on a study by the United States Department of Labor, Bureau of Labor Statistics. Percentages add to more than 100 percent because jobseekers typically utilize several methods at the same time.

APPRENTICESHIP

Apprenticeship is the process of learning a skilled trade through training on the job, and learning the related technical knowledge in a classroom or through correspondence courses.

Apprenticeship programs may be conducted in three ways:

1. By management and labor.
2. By management with the concurrence of an existing union.
3. By management alone when workers are not organized.

Programs may be conducted in large or small communities, in union and non-union affiliated shops and may be large or small.

An apprentice is paid while learning. Starting pay is about 40 percent of what craft workers are paid. Increases are given at periodic intervals until the apprentices complete their training. They then receive the full craft worker's wage.

For additional Information contact:

- The Job Service and Training district office nearest your home.
- A firm that has workers in the trade in which you are interested.
- The local union representing the trade in which you are interested.

COMPLETING AN EMPLOYMENT APPLICATION

Whether or not you need a resume or have an interview, you will almost always be asked to complete an employment application, sometimes right on the spot. Therefore, it's important you remember some helpful hints about completing the job application. Because it is the first thing an employer sees about you, a carefully completed job application is critical to your being called for an interview.

TIPS FOR FILLING OUT A JOB APPLICATION

1. **Be complete**--Most application forms ask similar questions, so have this information with you: address, phone number, social security number, school history, work history, references and Social Security account number. Answer all questions, and give some detail as to what you did--don't just list a job title.
2. **Be neat**--Print or type. Don't smudge an application. Make sure the employer can read it.The employer may view the application as a sample of your work.
3. **Be reasonable**--Don't ask for more money than you can reasonably expect to get. Do some research on what the pay is for that type of work. Be flexible about the hours you are willing to work.
4. **Be truthful**--An employer-employee relationship must be based on trust. If you lie or exaggerate in answering a question, you could get tripped up or it may show in your face when you are interviewed. You should emphasize your qualifications and remember that you don't have to volunteer unfavorable information unless asked or if you feel you must.

A REQUIREMENT FOR NEW EMPLOYEES

Under the provisions of the **Immigration Reform and Control Act**, you are required to provide your new employer with acceptable documentation which will establish your identity and your eligibility for employment in the United States.

To meet the requirements of the law, you may provide any one document listed in **Group A**. If you do not possess any one of these, you must provide any one document from both **Group B** and **Group C**.

Group A. These establish your identity and your employment eligibility.

--U.S. Passport
--Certificate of U.S. citizenship
--Unexpired foreign passport with attached Employment Authorization
--Alien Registration Card with photo
--INS Temporary Resident Card
--INS Temporary Authorization Card

Group B. These establish identity only.

If you are age 16 years or over

--State-issued driver's license or ID with photo or description
--U.S. military card of draft record
--Military dependent card
--U.S. Coast Guard Merchant Mariner Card.
--Voter registration card
--School ID with photo
--Native American Tribal document
--Canadian's driver's license
--ID card issued by federal, state, or local government agencies or entities

If you are under age 16

--School Record or Report Card
--Clinic Doctor or Hospital Record
--Daycare or Nursery School Record

Group C. These establish employment eligibility only.

--Original Social Security Card
--Birth Certificate issued by a state, county, or municipality, or by the U.S. State Department
--Unexpired INS Employment Authorization document
--Unexpired INS Re-entry Permit or Refugee Travel document
--Native American tribal document
--U.S. Citizen ID Card from INS

INS is the abbreviation for Immigration and Naturalization Service.

QUESTIONS EMPLOYERS CANNOT ASK IN NEW YORK STATE

As a general rule, employers can only ask applicants job-related questions. Questions which an employer **cannot** legally ask are related, but not limited to:

1. Race, color, creed, or national origin.
2. Age, except to ask if you are under 18.
3. Sex.
4. Disabilities, except if related to ability to do the job.
5. Arrest record--but an interviewer may ask about any convictions.
6. Marital status.

NOTE: You may volunteer any of the above information. Check with the nearest office of the New York State Division of Human Rights if you have questions or complaints. For local offices in major cities, consult your telephone directory, or call the Attorney General's Civil Rights Bureau at (212) 341-2240.

THE RESUME

A personal resume is an important tool in the job hunting process. Resumes are most often required for professional or technical jobs. It is simply a fact sheet telling who you are and what you've done.

A resume can familiarize an employer with your background, present your qualifications for a specific job, and help to get you an interview. An ideal resume is usually one page long and should contain at least the following information:

- Full name, address, and phone number.
- Occupational goal, or a description of the job you are applying for.
- Educational background, including: school(s) attended, major subjects or vocational areas, and diplomas, licenses, or certificates received.
- Work history, including: military experience and civilian experience, employer names and addresses, your job(s), dates of your employment. You may also include job duties and accomplishments.
- References, names and addresses of people--usually two--who know your background and who will recommend you. You may also simply state,"References available upon request."
- Other helpful information such as: special skills, union memberships, personal achievements, membership in trade or professional societies, and languages spoken.

For a sample resume, see the following page.

Always enclose a **cover letter** when you mail out a resume. A cover letter introduces you and requests an interview or appointment with a prospective employer . It should be written in a business-letter format. The purpose of a cover letter is to get the employer to look at your resume. The purpose of a resume is to get the employer to look at **you**.

For additional information and other examples of resumes see *Guide to Preparing a Resume*, available from the Office of Communications, New York State Department of Labor, Room 511, Building 12, State Office Campus, Albany, New York 12240, telephone: (518) 457-5519. The guide may also be available at your local Job Service office, Community Service Center, or library.

SAMPLE RESUME

JOHN H. DOE
11 WASHINGTON AVENUE
ALBANY, NY 12210
(518) 555-1211

GOAL: To occupy a management position in retail sales.

EDUCATION: Albany High School
Diploma, Business Program

Hudson Valley Community College
Associate Degree in Business Management

EXPERIENCE: Salesperson, Ace and Smith Electronics, Troy, NY 9/91-9/93.

Worked as commissioned salesperson of electronics equipment and services, helped prepare monthly inventory report.

Teller, Acme Savings Bank, Albany, NY 9/89-9/91.

Routine cashier services,daily and weekly transaction summaries.

Clerk, DeVinny's Department Store, Albany, NY 10/88-10/89.

Employed as salesperson in Appliances/Home Electronics department.

HONORS: Highest commissioned sales in Ace and Smith Electronics stores, Upper Hudson Valley Region; April 1992.

John Pierce Memorial Citizens Award, City of Albany, 1990.

Albany Scholar Award Recipient, May 1989.

REFERENCES: Richard White, manager, Ace and Smith Electronics
118 Main St., Troy, NY (518)555-1111

David Brown, branch officer, Acme Savings Bank
426 State St., Albany, NY (518) 555-2222

Susan Blackman, personnel director, DeVinny's
1226 Western Ave., Albany, NY (518)555-3333

INTERESTS: Golfing (member of Sunnyside Golf Club for three years), tennis, architecture, violin, travel.

OTHER: Prefer to stay in Albany area, willing to relocate if necessary.

THE JOB INTERVIEW

- **Know yourself!** Make a list of your interests, aptitudes, qualifications, even hobbies. Write out another list of your immediate and long range goals. Think about them and practice discussing them, so that you will be prepared to talk about them briefly and clearly during any job interview. Know the general range of wages, hours, working conditions, and types of jobs that you would accept. Aim high but have realistic and reasonable job expectations.

- **Know something about the company!** The more you know about the company, the better idea you will have on how you can fit in and be useful. Try to get a company brochure through their public relations office, or visit your library for information.

- **Be prepared to answer such questions as:** Why do you want to work for this company? (Earn a wage? Learn a trade? Have a career?) Tell me something about yourself. (Why should we hire you? What do you have to offer?) What do you expect to be doing and how much do you expect to earn in five years? (Do you plan for the future? Will you stay with the company?)

- **Check your appearance!** Employers are people, and they respond to a clean, neat-looking jobseeker. Wear appropriate clothing. Avoid too much makeup and jewelry or strong perfume/aftershave lotion. Chewing gum and smoking are out. Sit up straight.

- **Go Alone!** The employer is interested in you, not in your friends. (Can you act on your own?)

- **Bring your resume!** The resume will help the interviewer to get to know you and remember you. Some employers may also require you to fill out a job application or take a test. Do so neatly and accurately. It is another way to make a good impression.

- **Bring any necessary documents** such as your Social Security card, driver's license, proof of citizenship or legal residence status, diplomas, awards, and letters of recommendation.

- **Arrive early but not too early.** A few minutes ahead of time is sufficient.

- **During your interview, be alert but relaxed!** This is very important. If you appear uptight, afraid, uncomfortable, or unhappy, it could work against you. Look the interviewer in the eye, listen to the questions, think a moment for the best answers,and speak up clearly and confidently. Bring up anything you would like the interviewer to know about you, if you are not asked. Make your point, but beware of appearing too aggressive. It is unwise to argue with the interviewer, complain about former bosses or your home life, mumble, or appear to be hiding something.

- **Show qualities and attitudes of a good worker!** Employers are impressed by signs that you will have good work habits: reporting to work on time, willingness to work, maturity, interest in the job, politeness, confidence, enthusiasm, dependability, loyalty, flexibility, and the ability to get along with others. Surveys say that many employers are looking for people with good work habits and attitudes, even more than people with good skills. Let your words and actions show the interviewer that you will be a good employee, and that you really want to work for the employer's company.

- **After your interview, say thank you!** Make sure the interviewer knows where you can be reached so you can get the earliest possible decision on the job. Thank the person, by name, for their time, give a firm handshake, and leave.

- **Follow up!** Send a thank-you note or telephone the interviewer three to four days after your interview. Most people will be pleasantly flattered by this touch and it may improve your chances for the job.

FOR OUT-OF-STATE RESIDENTS

FINDING EMPLOYMENT IN NEW YORK STATE

If you are interested in employment opportunities in New York State and live elsewhere, this information may be helpful to you.

VISIT NEW YORK FIRST

The best way to find a job is to visit New York State and personally conduct a job search. Perhaps you could combine your vacation with a job search. If you are presently employed, we strongly suggest that you do not quit your job until you find suitable employment here. Should you come to New York, we recommend that you begin your search by visiting one of our Job Service offices or Community Service Centers; they do not charge a fee of any kind for services to applicants or employers.

PREPARE A RESUME

Be sure to prepare a brief, clearly written resume summarizing your education, skills, career objectives, work experience, and other pertinent information about yourself. Have an adequate number of copies available to give to employers when you conduct your job search.

NOT VISITING NEW YORK?

If you cannot visit New York State, go to the nearest Job Service office in your own state. Ask to view the national Job Bank listing. Each week, job openings from throughout the country are placed on this listing and distributed to every Job Service office nationwide--including Hawaii, Alaska, Guam, Puerto Rico, and the Virgin Islands. The listing is usually on microfiche, but in some Job Service offices it may be in books or on computer terminal screens. If you do see an opening for which you qualify, ask the interviewer for details.

To find out more about this process, contact your nearest state Job Service office. The address and telephone number can be found in your local telephone directory under the "State Government" listing.

You may obtain Sunday editions of newspapers for areas in which you are interested and check the help-wanted section. Most cities have news dealers or public libraries that carry such papers. Also, examine the out-of-town telephone directories in your public library. Telephone directories can be of great assistance in a job search. You might also write to the local Chamber of Commerce for general information about the area; sometimes useful maps or brochures are available.

If you know the occupation(s) in which you are interested and the names of some potential employers, you might contact them or send your resume with a cover letter explaining your interest in their companies, your availability, and your desire to be considered for an opportunity in your field. You may also wish to visit the companies.

LEARNING ABOUT NEW YORK

To find out more about New York, we suggest you acquire the very informative *I Love New York Travel Guide* from the New York State Department of Economic Development, Division of Tourism, One Commerce Plaza, Albany, New York 12245.

SOURCES OF ASSISTANCE

For federal job openings:

Federal Job Information Centers:

Syracuse: 100 Clinton Street, Syracuse, New York 13260
Telephone:(315) 423-5660

New York City: 26 Federal Plaza, New York, New York 10278
Telephone:(212) 264-0422

Many Post Offices have federal job information; also contact the United States Civil Service Commission, Washington, D.C. 20415

For New York State government openings:

New York State Department of Civil Service:

Albany: State Campus, Building 1, Albany, New York 12239
Telephone:(518) 457-2487

Buffalo: 65 Court Street, Buffalo, New York 14202
Telephone: (716) 847-7958

New York City: 2 World Trade Center, New York, New York 10047
Telephone: (212) 488-4248

Community Service Centers list openings on the Jobs Plus network. Also, contact local Job Service offices.

For free travel and camping guides, New York City travel guide, and state highway map:

New York State Department of Economic Development
One Commerce Plaza
Albany, New York 12245
Telephone: (518) 474-6950

For a directory of labor market information and statistical studies:

Bureau of Labor Market Information
New York State Department of Labor
State Campus Building 12, Room 488
Albany, New York 12240
Telephone: (518) 457-3800

For career and occupational information:

State Occupational Information Coordinating Committee (SOICC)
New York State Department of Labor
State Campus Building 12, Room 400
Albany, New York 12240
Telephone: (518) 457-6182

For educational opportunities:

Contact the admissions or guidance office of the local school district, vocational technical school, BOCES, community college, or university in your area for information. Check the telephone book for listings. Also, check libraries for school catalogues and computerized career information systems.

For employment training/retraining opportunities:

Contact the nearest Job Service office or Community Service Center--see pages 15-16 of this publication--as well as local city and county government agencies offering employment and training programs. Consult your telephone directory.

For assistance in case of discrimination, e.g., because of age, race, or sex:

New York State Division of Human Rights
55 W. 125th Street
New York, New York 10027
Telephone: (212) 870-8400
For local offices in major cities, consult your telephone directory, or call the Attorney General's Civil Rights Bureau at (212) 341-2240

For private vocational schools:

Bureau for Proprietary Vocational Schools
Room 5D 28, Cultural Education Center
Albany, New York 12230
Telephone: (518) 474-3969

For financial assistance for higher education:

Higher Education Assistance Corporation (Tuition Assistance Program (TAP), PELL Grants, Scholarships, Guaranteed Student-Parent Loan Assistance)
99 Washington Avenue
Albany, New York 12255
Telephone: (518) 474-5642

For continuing education:

The Office of Continuing Education
Room 5D 45, Cultural Education Center
Albany, New York 12230
Telephone: (518) 474-3973

For obtaining a General Equivalency Diploma (GED):

Contact local schools or Division of Adult and Continuing Education Programs, Room 5D 28
Cultural Education Center
Empire State Plaza
Albany, New York 12230
Telephone: (518) 474-5808

SELECTED PUBLICATIONS

Directory of Labor Market Information. A periodic report which lists labor market publications and data series available through the New York State Department of Labor. Includes a subject matter contact list and addresses for local labor market analysts.

The Jobseeker. A guide designed primarily to assist young people entering the job market. Contains sections on the job market and labor force, kinds of employers, kinds of occupations, how to choose an occupation, chances of finding a job, what to do to find a job, how to prepare a resume, how to complete an employment application, how to do well at a job interview. Contains occupational profiles on 152 occupations of interest to youth, with information on each regarding: number employed, where found, job outlook, education needed, personal characteristics, and earnings. (First copy is free. Additional copies are available at $1.00 per copy.)

Occupational Briefs. Supply career information for specific occupations. These booklets describe job duties, earnings, training requirements, employment outlook, locations of jobs, physical demands and working conditions, etc. Available for Secretary and Career Counselor.

Occupational Guides. Similar to Occupational Briefs. Guides have been developed for 134 occupations. Designed to provide the user with a better understanding of various occupations in a quick-read format and to assist those who may be making career choices or changes.

Occupations Licensed or Certified by New York State. Licensing requirements for 65 occupations (training, tests, and fees), information on employment outlook, earnings, and working conditions for these occupations. Includes a list of apprenticeable occupations. Revised 1990 edition. Price $10.00.

Tomorrow's Jobs-Tomorrow's Workers. Provides up-to-date information on economic conditions and the occupational supply and demand by geographic region. The reports are designed to assist human resource planners, educators and training providers and help identify training needs in each region. They are helpful in fostering economic and job development, career counseling and in providing basic career information. The reports include an analysis of each region's supply and demand relationships and a table of demand occupations focusing on specific characteristics of occupations with reasonable hiring expectations.

Labor Area Summary. This monthly statistical report for all labor areas in the state shows nonagricultural wage and salary employment for the local area and civilian labor force data for the state, major labor areas and all counties.

Monthly Labor Force and Employment Summary. Monthly reports listing data on the resident civilian labor force, employment, unemployment and nonagricultural wage, and salary employment by industry. Small areas.

To request any of these publications, please write to:

Publications Unit, Room 401
Division of Research and Statistics
New York State Department of Labor,
State Office Building Campus
Albany, New York 12240

NEW YORK STATE DEPARTMENT OF LABOR
LIST OF LOCAL OFFICES & COMMUNITY SERVICE CENTERS
PROVIDING LABOR EXCHANGE SERVICES

ALBANY, NY 12206
115 Ontario Street
Phone: 518-465-0797
Fax: 518-432-7097
Edward Van Wagner, L.O. #101

ALBION, NY 14411
458 West Avenue-Suite 3
Phone: 716-589-5335
Fax: 716-589-1339
Kathleen Marnell, LO. #057*

AMSTERDAM, NY 12010
Amsterdam Mall
Phone: 518-842-2240
Fax: 518-842-3802
Catherine Barthel, L.O. #035*

AUBURN, NY 13021
1100 Corporate Drive
Phone: 315 255-2228
Fax: 315-255-3968
John H. Abbott, L.O. #045*

BATAVIA, NY 14020
8 Court Street Plaza
Phone: 716-343-2121
Fax: 716-344-4495
Albert Cangiano, L.O. #054*

BAY SHORE, NY 11706
1510 Fifth Avenue
Phone: 516-666-7482
Fax: 516-666-9237
George Bossert, L.O. #066*

BELMONT, NY 14813
Allegany County E&T Center
County Complex
7 Wells Lane
Phone: 716-268-9430
Fax: 716-268-5176
Varma Childs, L.O. #379

BINGHAMTON, NY 13901
30 Wall Street
Phone: 607-773-4811
Fax: 607-773-7170
Wally Wiegert, L.O. #090*

BUFFALO, NY 14202
284 Main Street
Phone: 716-851-2600
Fax: 716-851-2702
Vincent Bogdan, L.O. #071*

BUFFALO, NY 14212
950 Broadway
Phone: 716-854-5353
Fax: 716-852-7302
Joseph Rebhan, L.O. #072*

CANANDAIGUA, NY 14424
5253 Parkside Drive
Phone: 716-394-9366
Peter Sowinski, L.O. #1564

COBLESKILL, NY 12043
Shoppers Mart Plaza
Phone: 518-234-4339
L.O. #335

CORNING, NY 14830
71 Denison Parkway West
Phone: 607-962-2486
Fax: 607-936-0354
Patricia Donnelly, L.O. 094*

CORTLAND, NY 13045
99 Main Street
Phone: 607-756-7585
Fax: 607-756-5531
Charles Caughey, L.O. #046*

DUNKIRK NY 14048
200 Lake Shore Drive West
Phone: 716-366-0130
Fax: 716-366-0502
Thomas White, L.O. #078*

ELMIRA, NY 14901
200 Baldwin Street
Phone: 607-733-7131
Fax: 607-737-8973
Gary Nelson, L.O. #096*

FREEPORT, NY 11520
84 North Main Street
Phone: 516-623-1955
Fax: 516-868-1248
Susan Zinser, L.O. #064*

FULTON, NY 13069
200 North Second Street
Phone: 315-598-1280
David Bigsby, L.O. #044

GENESEO, NY 14454
One Megan Drive
Phone: 716-243-1427
Fax: 716-243-4442
James M. Burdett, L.O. #059*

GENEVA, NY 14456
427-429 Exchange Street
Phone: 315-789-9490
Fax: 315-781-2290
Peter Sowinski, L.O. #156

GLENS FALLS, NY 12801
100 Broad Street
Phone: 518-792-5811
Fax: 518-793-4316
Robert J. Talbot, L.O. #003*

GLOVERSVILLE, NY 12078
199 South Main Street
Phone: 518-725-6473
Fax: 518-773-8202
Terry J. Suits, L.O.#034*

HAMBURG
3448 McKinley Parkway
Blasdell, NY 14219
Phone: 716-825-3916
Fax: 716-825-3158
Patrick J. Devaney, L.O. #076*

HAUPPAUGE, NY 11788
State Office Building-Room 2A6
Veterans Memorial Highway
Phone: 516-360-6489
Fax: 516-360-6231
Marilyn Sheffield, L.O. #062*

HAUPPAUGE, NY 11788
Long Island Centr. Teachers Reg.
State Office Building-Room 2B49
Veterans Memorial Highway
Phone: 516-360-6464
Fax: 516-360-3781
Louis O'Donnell, L.O. #069

HEMPSTEAD, NY 11550
344 Fulton Avenue
Phone: 516-486-3442
Fax: 516-486-3971
William Butler, L.O. #068*

HERKIMER, NY 13350
419 North Main Street
Phone: 315-866-3240
Fax: 315-866-6264
Wallace Dennis, L.O. #032*

HICKSVILLE, NY 11801
301 West Old Country Road
Phone: 516-934-8500
Fax: 516-934-8507
William Smolinsky, L.O. #060*

HORNELL, NY 14843
107 Broadway
Phone: 607-324-8388
Fax: 607-324-6330
Robert Sanderson, L.O. #095*

HUDSON, NY 12534
98 Green Street
Phone: 518-828-4654
Fax: 518-828-8474
Michael Sherman, L.O. #009*

HUNTINGTON STA., NY 11746
1800 New York Avenue
Phone: 516-673-1500
Fax: 516-673-2280
Murry Bakel, L.O. #065*

ITHACA, NY 14850
Center Ithaca
171 East State Street
Phone: 607-272-7570
Fax: 607-272-2835
Emma Johnson, L.O. #091*

JAMESTOWN, NY 14701
25 Harrison Street
Phone: 716-664-2041
Fax: 716-664-9459
Paul Embs, L.O. #079*

KINGSTON, NY 12401
30-32 O'Neil Street
Phone: 914-331-8920
Fax: 914-339-0607
John DeSimone, L.O. #082*

LOCKPORT, NY 14094
81 Walnut Street
Phone: 716-433-6766
Fax: 716-439-8933
Ronald Kellner, L.O. #074

LOWVILLE, N.Y. 13367
Lowville Common
7550 State Street
Phone: 315-376-6312
Sidney R. Perfetta, L.O. #324

MALONE, NY 12953
231 West Main Street
Phone: 518-483-2260
Fax: 518-483-2355
Greg Murtagh, L.O. #025*

MASSENA, NY 13662
35 Glenn Street
Phone: 315-769-3596
Fax: 315-764-5041
Richard P. Fishel, L.O. #023*

MIDDLETOWN, NY 10940
130 Dolson Avenue
Phone: 914-341-1411
Fax: 914-341-1440
Alan Friedfel, L.O. #088*

MONTICELLO, NY 12701
234 Broadway
Phone: 914-794-3340
Fax: 914-791-6851
Barbara Martin, L.O. #089*

MOUNT VERNON, NY 10550
24 South Third Ave.
Phone: 914-664-7900
Fax: 914-664-1026
Mary O'Connor, L.O. #084*

NEWARK, NY 14513
105 North Main Street
P.O. Box 151
Phone: 315-331-2011
Fax: 315-331-7301
Nancy Gellasch, L.O. #053

NEWBURGH, NY 12550
116 Lake Street - Suite 21
Phone: 914-563-7000
Fax: 914-563-7025
Josephine Kohler, L.O. #085*

NIAGARA FALLS, NY 14301
Haeberle Plaza
750 Portage Road
Phone: 716-285-9181
Fax: 716-284-2849
Eugene Hanavan, L.O. #073*

NORTH SYRACUSE, NY 13212
109 North Plaza
Phone: 315-455-5786
Fax: 315-455-8918
Jacob Kulakowski, L.O. #040*

NORWICH, NY 13815
1 O'Hara Drive
Phone: 607-334-2201
Fax: 607-334-6540
June Frost, L.O. #092*

OGDENSBURG, NY 13669
100 Ford Street
Phone: 315-393-4600
Fax: 315-393-5894
Gary R. Alford, L.O. #021*

OLEAN, NY 14760
175 North Union Street-Suite 4
Phone: 716-373-1880
Fax: 716-372-3564
Varma Childs, L.O. #179*

ONEIDA, NY 13421
595 Main Street
Phone: 315-363-4450
Fax: 315-363-3204
Carl D. Theobald, L.O. #038*

ES 1 (2-93)
* Community Service Center

BEST COPY AVAILABLE

ONEONTA, NY 13820
12 Dietz Street
Phone: 607-432-4800
Fax: 607-432-8130
Bruce L. Ward, L.O. #093*

OSWEGO, NY 13126
73 West Second Street
Phone: 315-342-3905
Fax: 315-342-5415
David Bigsby, LO # 047*

PATCHOGUE, NY 11772
55 Medford Avenue
Phone: 516-758-7700
Fax: 516-758-7010
Stephen Salhus, L.O. #067*

PEEKSKILL, NY 10566
201 South James Street
Phone: 914-737-3490
Fax: 914-739-8759
Margaret Herrera, L.O. #080*

PLATTSBURGH, NY 12901
185 Margaret Street
Phone: 518-561-0430
Fax: 518-561-9566
Arthur Graves, L.O. #026*

POUGHKEEPSIE, NY 12601
39 Academy Street
Phone: 914-471-9600
Fax: 914-471-6942
Elizabeth Bunch, L.O. #086*

RIVERHEAD, NY 11901
134 East Main Street
Phone: 516-727-4870
Fax: 516-369-4929
L.O. #063*

ROCHESTER, NY 14609
276 Waring Road
Phone: 716-266-7760
Fax: 716-266-7041
Richard Weymouth, L.O. #050

ROCHESTER, NY 14604
111 North Clinton Avenue
Phone: 716-454-7030
Fax: 716-454-5427
Tom Gangloff, L.O. #051

ROCHESTER, NY 14614
140 West Main Street
Phone: 716-258-8800
Fax: 716-258-8849
Lou Damico, L.O. #052*

ROME, NY 13440
119 North James Street
Phone: 315-337-7300
Fax: 315-339-7349
Rose Raymond, L.O. #030*

SARANAC LAKE, NY 12983
11 Saint Bernard Street
Phone: 518-891-0440
Fax: 518-891-0578
Robert Hall, L.O. #027*

SARATOGA SPRINGS, NY 12866
Saratoga Mall
3035 Route 50
Phone: 518-587-1592
Fax: 518-583-9409
John Zimmerman, L.O. #004*

SCHENECTADY, NY 12305
600 Franklin Street
Phone: 518-382-0291
Fax: 518-372-3775
Hilton Perez Jr., L.O. #005*

SPRING VALLEY, NY 10977
235 North Main Street - Suite 4
Phone: 914-426-2700
Fax: 914-426-2709
Beverly Ansell, L.O. #087*

SYRACUSE, NY 13202
450 South Salina Street
Phone: 315-479-3261
Fax: 315-479-3251
Gaetan Dumais, L.O. #041*

TONAWANDA, NY 14150
34 Seymour Street
Phone: 716-695-3730
Fax: 716-695-5328
Carolyn Bright, L.O. #075*

TROY, NY 12180
Troy Atrium
49 4th Street, Suite 212
Phone: 518-274-0800
Fax: 518-273-9162
Mary Darian, L.O. #007*

UTICA, NY 13501
207 Genesee Street-Room 203
Phone: 315-793-2229
Fax: 315-793-2216
Lorraine Fava, L.O. #031*

WARSAW, NY 14569
448 North Main Street
Phone: 716-786-3145
Fax: 716-786-3074
Roy Baker, L.O. #055*

WATERTOWN, NY 13601
317 Washington Street
Phone: 315-785-2220
Fax: 315-785-2602
Linda Eberhart, L.O. #024*

WHITE PLAINS, NY 10607
5 Prospect Avenue
Phone: 914-997-9587
Fax: 914-997-9314
Calvin Weir, L.O. #181*

WILLIAMSVILLE, NY 14221
Transitown Plaza
4175 Transit Road
Phone: 716-634-9081
Fax: 716-634-9262
Mary Jane Lasher, L.O. #077*

YONKERS, NY 10701
3 Prospect Street
Phone: 914-965-9500
Fax: 914-968-7328
Sandra McCoy, L.O. #083*

- NEW YORK CITY OFFICES -

BRONX:

BRONX, NY 10460
390 Morris Park Avenue CSC
Phone: 718-409-7590
Fax: 718-892-8472
Frank DeLorenzo, L.O. #521*

BRONX, NY 10455
South Bronx CSC
358 East 149th Street
Phone: 718-960-7901
Fax: 718-960-7902
Kathleen O'Brien, L.O. #522*

BRONX, NY 10467
Northeast Bronx CSC
815 Burke Avenue
Phone: 718-519-5101
Fax: 718-881-4222
John R. Marshall, L.O. #523*

BRONX, NY 10468
Bronx Youth Opportunity Center
2398 Jerome Avenue
Phone: 718-365-8100
Fax: 718-365-0173
Helen Sherrer-Horton, L.O. #524

BROOKLYN:

BROOKLYN, NY 11217
Downtown Brooklyn Complex
35 Fourth Avenue
Phone: 718-826-5702
Fax: 718-857-3439
Michael Josephson, L.O. #531

BROOKLYN, NY 11201
Schermerhorn Street CSC
250 Schermerhorn Street
Phone: 718-780-9200
Fax: 718-624-5713
Melvyn Klein, L.O. #533*

BROOKLYN, NY 11205
Brooklyn Navy Yard
Bldg. #27, Flushing Ave. &
Cumberland Street
Phone: 718-797-2003
Neil Sturtz, L.O. #5333

BROOKLYN: (continued)

BROOKLYN, NY 11216
Bedford Stuyvesant Center
247 Herkimer Street
Phone: 718-638-7300
Phyllis Feinberg, L.O. #5336

BROOKLYN, NY 11223
Kings Highway CSC
425 Kings Highway
Phone: 718-615-3840
Fax: 718-998-0355
Ellen Wasserman, L.O. 534*

BROOKLYN, NY 11201
Brooklyn Youth Opportunity Center
250 Schermerhorn Street
Phone: 718-780-9399
Fax: 718-624-5713
Ruth Sawelson, L.O. #535

BROOKLYN, NY 11201
Brooklyn Job & Career Center
250 Schermerhorn Street
Phone: 718-852-9484
Fax: 718-624-5713
Robert Green, LO. #5359

BROOKLYN, NY 11201
Metrotech CSC
115 Lawrence Street
Phone: 718-243-2971
Fax: 718-624-2917
Martin Wilson, L.O. #536*

BROOKLYN, NY 11201
Alien Empl. Certification Office
1 Main Street
Phone: 718-797-7920
Fax: 718-797-7966
Shelley Sayetta, L.O. #581

MANHATTAN:

NEW YORK, NY 10001
U.S. Vet Assistance Center
252 7th Avenue
Phone: 212-620-6404
Rogelio Smith, L.O. #510

MANHATTAN: (continued)

NEW YORK, NY 10007
Financial District
50 Park Place
Phone: 212-791-1403
Fax: 212-571-7049
Fannie Lui, L.O. #511

NEW YORK, NY 10001
West 35th St CSC
238 West 35th Street
Phone: 212-971-0500
Fax: 212-971-0529
Kenneth Hanken, L.O. #513*

NEW YORK, NY 10027
Harlem CSC
55 West 125th Street
Phone: 212-870-5881
Fax: 212-369-2374
Thomasenia Fowler, L.O. #514*

NEW YORK, NY 10019
Manhattan Youth Opportunity Center
247 West 54th Street
Phone: 212-621-0790
Fax: 212-621-0756
Francine Nyari, L.O. #515

NEW YORK, NY 10019
Joint High School Program
247 West 54th Street
Phone: 212-621-0782
Fax: 212-621-0756
Francine Nyari, L.O. #5153

NEW YORK, NY 10019
Manhattan Job & Career Center
255 West 54th Street
Phone: 212-247-5650
Fax: 212-956-9675
Suzanne Dacey, L.O. #5159

NEW YORK, NY 10011
West 20th Street CSC
52 West 20th Street
Phone: 212-337-8640
Fax: 212-337-8652
Jane Berman, L.O. #516*

MANHATTAN: (continued)

NEW YORK, NY 10019
West 54th Street CSC
247 West 54th Street
Phone: 212-265-2700
Fax: 212-621-0435
Linda Lang, L.O. #517*

QUEENS:

FAR ROCKAWAY, NY 11691
Far Rockaway CSC
526 Beach 20th Street
Phone: 718-337-5200
Fax: 718-337-1208
Pearline Miller, L.O. #543*

FLUSHING, NY 11355
Flushing CSC
42-01 Main Street
Phone: 718-461-6902
Fax: 718-461-8572
Doreen Liebowitz, L.O. #541*

JAMAICA, NY 11435
Jamaica CSC
90-01 Sutphin Blvd.
Phone: 718-523-4312
Fax: 718-523-7530
Charles Goldberg, L.O. #544*

LONG ISLAND CITY, NY 11101
Long Island City CSC
25-15 Queens Plaza North
Phone: 718-706-2186
Fax: 718-937-2239
Philip Stroh, L.O. #546*

STATEN ISLAND:

STATEN ISLAND, NY 10305
Staten Island CSC
1139-1141 Hylan Blvd.
Phone: 718-447-2931
Fax: 718-447-4119
Rosalind Katz, L.O. #550*

David J. Nyhan, Executive Director

NEW YORK STATE OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE (NY-SOICC)
STATUTORY MEMBERS

André D. Dawkins, Deputy Commissioner of Labor for Employment and Training, New York State Department of Labor

Lawrence Gloeckler, Deputy Commissioner, Office of Vocational and Educational Services for Individuals with Disabilities, New York State Education Department

David J. Gillette, Executive Director, New York State Job Training Partnership Council

Thomas M. Hines, Executive Deputy Commissioner of Labor, New York State Department of Labor

Johanna Duncan-Poitier, Assistant Commissioner for Workforce Preparation and Continuing Education, New York State Education Department

Jack Ryan, Director, Commission for the Blind and Visually Handicapped, New York State Department of Social Services

Alan Taddiken, Director, Division of Policy and Research, New York State Department of Economic Development

Suggestions for Career Exploration and Jobseeking is a product of the New York State Department of Labor. This revised edition was prepared by Thomas Corban and Frank Menendez with assistance by Sanford Fialkoff.

RESEARCH& RS STATISTICS

BLMI Report No. 18 1993